

**WESTERN NATIONAL ROUNDUP 4-H
PARLIAMENTARY PROCEDURE CONTEST**

Superintendent:
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I. Eligibility

Please review the Eligibility Requirements at
www.westernnationalroundup.org/eligibility/

II. Procedures

- A. Each team will consist of four to six members: president, vice president, secretary, treasurer (at a minimum). Additional team members can be any position, such as reporter or recreation leader, or just act as members of the club. Officer positions are determined by the team in advance, not drawn for on the day of the contest.
1. Teams will present a model meeting not to exceed 20 minutes in length. Points will be decided as listed on the score sheet. For every minute over the 20 minute limit, 10 points will be deducted (i.e. over 20 minutes, 10 deduction; over 21 minutes 20 point deduction, over 22 minutes 30 points, and so on).
- B. Each team will provide its own minutes, treasurer's report, letter of communication, and committee reports.
- C. Teams must conduct their meetings according to the items of business presented them and execute all motions and action required therein:
1. Presented order of business in a preparation room.
 2. Have 20 minutes to discuss the orders of business with fellow teammates.
 3. Meetings will have three problems in new business and at least six different types of motions.
- E. The meeting should follow this order:

1. Call to order
2. Opening ceremonies
 - A. pledge or motto
 - B. roll call
3. Reading of minutes, corrections if needed, approval of minutes
 - a. The secretary should read an abbreviated set of fictitious minutes in the event that motions are to be taken from the table.
4. Communications not requiring action – letter of appreciation, etc.
 - A. One letter of communication is to be read.
5. Report of Officers
 - A. treasurer’s report is the only officer’s report that is to be given.
6. Report of standing or special committees
 - A. only one standing or special committee report is to be given.
7. Unfinished business
 - A. motions postponed at the last meeting and motions laid on the table at the last meeting.
 - B. the president should ask for unfinished business.
8. New business as introduced
 - A. Refer to the “Summary of Motions for the Parliamentary Procedure Contest.”
9. Announcements
 - A. One announcement is to be given.
10. Adjournment
11. Remain seated for questions

F. Use of the Gavel

The gavel is the symbol of authority. It is used by the president to keep the meeting running smoothly and orderly. To use the gavel properly, the presiding officer should stand squarely and firmly on both feet. The president should grasp the handle of the gavel firmly and rap table or gavel block authoritatively with well-spaced raps. The gavel is used to:

1. Call the meeting to order – two tap
2. Maintain order – several taps
3. Adjourn the meeting – one tap
4. Signify that motions have either passed or failed – one tap
5. Signals members to stand- three taps

- G. Questions will rotate among team members in the same order as listed in Procedures Part A. Questions will be answered in a timely fashion. If too much time is taken a judge may call time.
- H. No one other than the participants will be allowed in the waiting and preparation rooms. No printed material, other than material approved by the superintendent, shall enter either room. A clean copy of the problem will be given to each team in the preparation room; this copy may be taken into the contest room. No printed material other than the minutes, treasurer's report, committee report (see II-C), and the team copy of the problem, shall enter either room.
- I. There shall be three judges and a timekeeper. Scoring shall be a combined total of the judges. In the event of a tie for first place, teams will be asked to verbally answer a series of questions determined by the judges before hand, and the team with the on the most correct answers to the questions will determine the winner.
- J. Members of teams who have completed the contest are not to talk to other teams about items of business or questions asked until the entire contest is concluded. Points may be deducted for talking.

ENTRY INFORMATION, HOTEL INFORMATION, GENERAL INFORMATION

Registration dates and instructions for completing your Online Registration/entry forms are found on the Western National Roundup website at www.westernnationalroundup.org -- note that as a result of your online registration, you will be presented with an Official Authorization Form which must be printed and then signed by the respective State 4-H Director/Leader and mailed with full payment to the address specified on the form.

The headquarters hotel for this event will again be the Renaissance Denver Hotel, 3801 Quebec Street, Denver, CO 80207; (303) 399-7500. Please check the Western National Roundup web site for information on special rates and any room reservation procedures that may be in place this year.

Coaches meetings are typically held on Thursday evening; check the web site for full schedule, which will be updated regularly.

Contact information is also on the website and always up to date.

III. References

- A. *Parliamentary Procedure in Action*, Kenneth Lee Russell
- B. *The How of Parliamentary Procedure*, Kenneth Lee Russell
- C. *Robert's Rules of Order Newly Revised*, 10th Edition, October 2000

- D. *The Meeting Will Come to Order*, 100 L-5
- E. Parliamentary Procedure Scorecard, 300 A-5
- F. *How to Conduct a Meeting*, VT 194 (Agricultural Information Film Library)
- G. www.robertsrules.com
- H. www.parliamentarian.org
- I. www.parliamentaryprocedure.org

CLASSIFICATION AND SUMMARY OF MOTIONS

CLASSIFICATION OF MOTION	SECOND REQUIRED	DEBAT- ABLE	AMEND- ABLE	VOTE REQUIRED	CAN BE RECON- SIDERED
Privileged Motions					
Adjourn (when unqualified)	Yes	No	No	Majority	No
Orders of the Day, to Call for	No	No	No	_____ 1	No
Incidental Motions					
Point of Order	No	No	No	None	No
Appeal	Yes	Yes ²	No	Majority	Yes
Suspend Standing Rules	Yes	No	No	Two-Thirds	No
Division	No	No	No	None	No
Nominations, to Close	Yes	No	Yes ³	Two-Thirds	No
Nominations, to Reopen	Yes	No	Yes ³	Majority	Yes ⁴
Nominations, to Make	No	Yes	No	Majority	No
Parliamentary Inquiry	No	No	No	None	No
Withdraw a Motion, Leave to	No	No	No	Majority	Yes ⁴
Division of a Question	Yes	No	Yes	Majority	No
Objection to the consideration Of Question	No	No	No		Neg. Only
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	Two-Thirds	Yes ⁵
Refer to Committee	Yes	Yes	Yes	Majority	Yes ⁶
Amend	Yes	Yes ⁷	Yes ⁸	Majority	Yes
Postpone Definitely	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm Only
Main Motion					
Main Motion	Yes	Yes	Yes	Majority	Yes
Unclassified Motions					
Take from the Table	Yes	No	No	Majority	No
Reconsider	Yes	Yes ⁹	No	Majority	No
Rescind	Yes	Yes	Yes	_____ 10	Yes ⁴

1. Two-thirds negative vote required to NOT return.
2. No if it relates to indecorum, etc.
3. Time only.
4. Only the negative vote.
5. Before affirmative vote has been taken on the pending question, or questions.
6. Before any action is taken by committee.
7. If applied to a debatable question.
8. Only first degree amendment.
9. If the motion to be reconsidered is debatable.
10. Majority when previous notice given, otherwise two-thirds.

NATIONAL WESTERN 4-H PARLIAMENTARY PROCEDURE SCORE CARD

	Score		Comments
Appearance of Group (25 points)	25		
Opening Ceremony (pledges, 40 points)			
a. Appropriate & Accurate	20		
b. Clearness of expression, Understanding and general effects	20		
Order of Business (125 points) (All previous minutes and reports are submitted to Judges)			
a. Minutes of Previous Meeting	25		
b. Treasurer's Report	25		
c. Committee Reports	25		
d. Unfinished Business	50		
New Business (Parliamentary Problem, 530 points)			
a. Information and understanding	300		
b. President, ability to preside	30		
c. Discussion (distributed among all members)	100		
d. Dispatch and effectiveness	100		
Answer to Parliamentary Questions (180 points)			
a. 12 questions @ 15 Pts. Each (rotate among all participants)	180		
TOTAL	900		
* Minus penalty points for overtime, if any			
FINAL TOTAL			

* 10 points will be deducted for every minute or major fraction over the allowed time.